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ABSTRACT

This paper describes the programs to be undertaken in the State of California for fiscal years 1988-1992, pursuant to the Library Services and Construction Act (LSCA). Introductory materials review the LSCA, the State Advisory Council on Libraries, the state's growth and development, a Legislative Statement of Intent, and the State Library's mission statement. A needs assessment prepared from several recent studies and reports is then presented. The emphasis of both the legislation and the plan is on public libraries, although the resources of other types of libraries are considered as well, and are discussed in the next section. Plans for the use of federal funds are detailed, and implementation of the LSCA priorities in each of five titles are described: (1) library services; (2) library construction; (3) library networks; (4) library services to native Americans and Hawaiians; and (5) library literacy programs. Evaluation and coordination of the programs are also detailed, and criteria for allocating funds for Titles I-III are described; Titles IV and V are not administered by the State Library. A statement of policies for the award of LSCA Title I and III grants is appended. (24 references) (EW)

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State of California

Long Range Program

Library Services and Construction Act

Fiscal Year 1988-1992

California State Library

Sacramento, California

October, 1987

Gary E. Strong, State Librarian

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Library Services and Construction Act
P.L. 98-480
Titles I, II, III

Long Range Program 1988-1992

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A. Introductory

1. Library Services and Construction Act.

a. This document has been prepared by the California State Library as the California Long Range Program document required under the federal Library Services and Construction Act (LSCA), P.L. 98-480 as amended. Federal regulations specify what must be included in a Long Range Program as:

(1) A comprehensive description of the state's identified present and projected library needs.

(2) A plan for meeting those identified needs with federal funds made available through the appropriate type of grant under the state-administered program.

(3) The state's policies, priorities, criteria, and procedures for administering this type of grant and appropriate subgrants under the state-administered program.

(4) A description of how the state plans to implement the priorities in the Act.

(5) A description of the state's policies and procedures regarding the periodic evaluation of the effectiveness of projects supported under this type of grant, the appropriate dissemination of the results of the evaluation of the effectiveness of projects and other information pertaining to them, and the coordination of projects assisted under this type of grant with similar library programs and projects operated by other libraries, institutions, and agencies in the state. [USL]

b. This Long Range Program, which includes consideration of total library service in California funded by combined local, state and federal funds, and the private sector, is periodically revised and updated by the California State Library. It is prepared with the advice and assistance of the State Advisory Council on Libraries and sent to the Office of the Governor for comment. Latest surveys and studies of library and information needs and services in California were consulted in preparation of this document, (see Bibliography), and drafts were reviewed by interested members of the state's library community.

c. The Long Range Program covering a five-year future time span serves as framework for developing the Annual Program document, also required under LSCA, in which the State Library sets forth a description of the specific projects and activities it proposes to fund that year to fulfill the long range objectives.

d. This volume includes a combined section of notes and bibliography, as Appendix 4, citing most printed sources from which information was drawn. These are referenced in the text as three-letter codes in brackets: [ASL] or [VAC].

d. The purposes of the Library Services and Construction Act are:

Title I - Services

Programs for a variety of purposes authorized by Congress to improve library and information services to underserved and disadvantaged client groups.

Title II - Construction

Grants for public library construction, expansion and remodeling.

Title III - Interlibrary Cooperation and Resource Sharing

Programs for the planning, establishment and maintenance of cooperative networks of libraries, and for resource sharing.

e. The following Titles are administered directly by the U.S. Department of Education, not by the State Library Agencies. California State Library seeks to play a coordinating role among local libraries receiving grant funds.

Title IV - Library Services for American Indians and Hawaiian Natives

Title V - Foreign Language Materials Acquisition (not funded 1987)

Title VI - Library Literacy Programs

2. California State Advisory Council on Libraries

The California State Advisory Council on Libraries of four members appointed by the Legislature, nine by the Governor, represent the public and their constituencies in recommending policy to the State Librarian for administration of the LSCA. Members serve for four years and also comprise the California Library Services Board (CLSB) responsible for establishing policy in distribution of state funds to libraries under the California Library Services Act. The State Librarian serves as Chief Executive Officer of the CLSB.

Council/CLSB member	Representing
Nancy King, President	Economically disadvantaged
Lyn Stevenson, Vice President	Public library trustees
John Armstrong	Public at large
Lois Clark	Special libraries
Barbara Davis	Public libraries
Rudolph Diaz	Limited English speaking
Janice Koyama	Academic libraries
Marie Logan	Institutional libraries
Charles Monell	Public at large
Effie Lee Morris	Public at large
Steve Munoz	Public at large
Larry Pierce	School libraries
Richard Smith	Handicapped

The function of the Advisory Council is to consider and review the LSCA program and planning procedures, and to advise the State Librarian in administration of the program. The Advisory Council receives the Long Range Program and Annual Program for review and comment, and receives and comments on preliminary proposal requests for funding each each offering their individual or group advice to the State Librarian.

The Advisory Council meets at least twice a year, one meeting being to receive testimony from the public on the LSCA program for the coming year. Advisory Council members may be contacted at California Library Services Board, PO Box 942837, Sacramento 94237. Telephone (916) 322-8476.

3. California growth and development.

California, the most populous state in the country, is also one of the most wealthy. It is said that if California were an independent country, its gross national product would rank seventh in the world. The rate of growth of the California economy is 11.4%, twice the national average.

At 158,693 square miles, California is third largest state in land mass. The state's population is now 27,292,300, and will be 33 million by the end of the century. The great bulk of this population lives along the central and southern coast, and in the great central valley, with the Los Angeles basin alone accounting for over 12 millions. Isolated population groups in the north, east and southeast are separated from California's urban areas by great mountain ranges, forests and deserts and have developed trading patterns with Oregon, Nevada and Arizona.

California's diversity includes great acreages of business-run agriculture, space and defense industries, high-tech electronic plants, American's concentration of movie and television production, as well as advertising, publishing and related service industries. The state's highway system is excellent but overcrowded in many areas. Other elements of the physical infrastructure are also in better condition, for being younger, than comparable units in communities in the eastern and central United States. However, everything ages and there will be increasing need for replacement in the coming decade of California's sewers, gas lines, electric plants and dumps, as well as its city halls, fire houses and libraries. The cost for needed replacement has been estimated in excess of $78 billion.

Cities in the state tend to be spread out and of low population density, dependent largely upon private autos with mostly poor public transportation. Population growth since World War II has made a crazy quilt of city, county and district boundaries in many areas with consequent confusion over who is to provide services and how.

Minority populations are growing faster than the white majority, and taken together, will constitute the largest sector by the end of the century. The largest ethnic group is the Spanish-speaking, originally from Central America, found most extensively in southern cities and in the central valley. The San Francisco and Los Angeles regions have extensive populations of Blacks and Asians. Increased immigration of Asians and Hispanics will add to the social communities not well versed in American laws and customs, or fluent in spoken and written English.

Californians are a mobile group, shifting residence frequently, and moving about extensively from day to day for reasons of livelihood, marketing, education and recreation. Households have been shrinking in size, with a prediction of 2.3 persons in 1990, and divorce rates continue to increase. The extensive number of two income and single parent households, with inadequate availability of child care, has led to the phenomenon of "latch-key children", out of school with nowhere to go. School age children, declining in number in the 1980s, are predicted to be on the rise again to comprise 24% of the population in the decade of the 1990s, calling for renewal and increase in school services.

The graying of California has been called the third shock wave, as residents over age 55 will increase to 17% of the population in 2000. With the fine climate found in many of its regions, California has large enclaves of retired, aged persons. Those in good health expect a wide range of cultural and recreational facilities; those who are frail or ill have need of medical and nursing care of ever-increasing cost and complexity.

Several sectors of the California economy were hard hit by the sluggish national economy and international competition, including high-tech manufacturing and agriculture. When energy prices rose dramatically in 1974 and 1979, California gained compared with the northern states. The reversal of the rising trend in energy prices takes away some of that advantage. The outlook for new jobs is fair, with some rise expected in unemployment. Job gains will be concentrated in three sectors: services, trade and manufacturing. Over the past five years, the service sector has been the least volatile of all economic sectors and created the most jobs. The bulk of these have not been high-paying, high prestige positions, however, but minimum wage, limited skill jobs. By 2000, some 74% of the population will be directly or indirectly employed in performing a service, compared with 57% in 1970.

The state's huge agricultural industry will face continued financial stress and a further shake-out of producers. As with all trade-sensitive U.S. industries, agriculture will suffer from low commodity prices, high real interest rates, and protectionism abroad. One problem facing at least the southern coastal part of the state, which contains nearly 60% of the population, is water. Early in 1986 Arizona began to take a greater share of Colorado River water for the Central Arizona Project, putting pressure on development in Southern California and on political problems of the state water plan.

The taxpayer revolution, from its outburst in 1978 as a limitation on the local property tax expressed in Proposition 13, has not diminished even though the reductions in funding have been translated into lower levels of public services and high use fees in most areas of government. Social liberalism has not recovered as a philosophy of the majority, and most citizens still call for less expenditure on government at all levels. The Gann limit on state and local government revenue may form an effective means to bring this about. Federal measures to balance the national debt in the last half of the 1980s will have unpredictable, but perhaps severe, consequences for local services.

Despite the expected reduction in the rate of economic growth, the California economy will perform better than the overall U.S. economy. A more balanced expansion of manufacturing capability is expected, with both rising sales and profits and accelerated inflation. Austerity provides no benefits, and achieving faster economic growth is seen as the number one economic policy priority.

4. California's Legislative Statements of Intent.

"The Legislature finds and declares that it is in the interest of the people and of the state that there be a general diffusion of information and knowledge through the continued operation of free public libraries. Such diffusion is a matter of general concern inasmuch as it is the duty of the state to provide encouragement to the voluntary lifelong learning of the people of the state.

"The Legislature further declares that the public library is a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels." [CAL]

With this statement California initiated the Public Library Fund of 1982, a program establishing the cost of a foundation program of service, reviewed annually, with provision for state matching of funds up to 10% against local appropriations of up to 90%. For state fiscal year 1986/87, $20 million has been approved for Public Library Fund local assistance. The total authorization has been estimated at $32 million.

"The Legislature finds and declares that it is in the interest of the people of the state to insure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or of the tax base of their local government.

"This finding is based on the recognition that:

(a) The public library is a primary source of information, recreation, and education to persons of all ages, any location or any economic circumstance.

(b) The expansion of knowledge and the increasing complexity of our society create needs for materials and information which go beyond the ability of any one library to provide.

(c) The public libraries of California are supported primarily by local taxes. The ability of local governments to provide adequate service is dependent on the taxable wealth of each local jurisdiction and varies widely throughout the state.

(d) Public libraries are unable to bear the greater costs of meeting the exceptional needs of many residents, including the handicapped, non-English and limited English-speaking persons, those who are confined to home or in an institution, and those who are economically disadvantaged.

(e) The effective sharing of resources and services among the libraries of California requires an ongoing commitment by the state to compensate libraries for services beyond their clientele.

(f) The sharing of services and resources is most efficient when a common data base is available to provide information on where materials can be found."

With this statement California created the California Library Services Act of 1977 under whose provisions reimbursements are made to libraries which are net lenders of materials to residents outside their jurisdictions. Cooperative public library systems are created under the Act for resource sharing and grants are made for system level communications, delivery and reference services. Citizen advisory boards are established and maintained for each of California's 15 cooperative systems. A statewide data base of bibliographic records has been developed and loaded on the OCLC files for general access. For fiscal year 1986/87 $11.5 million has been approved for local assistance under CLSA. [CAL]

5. California State Library Mission Statement.

The mission of the California State Library is to ensure that all people in California can consistently and conveniently get the information and library materials they need, regardless of the language or medium. The State Library carries out this mission by helping people directly, by helping the libraries that serve them, and by advocating a public policy that encourages access to information and library materials. The State Library does so both by promoting continuation of proven library and information service programs, and by anticipating and addressing the continuing cultural, demographic and technological changes that take place in society. [MST]

a. Advocate Public Policy on Libraries and Information.

The State Library promotes a public policy that secures and improves the people's right to know, by:

(1) Regularly meeting with leaders in both government and the private sector to address issues regarding both the people's access to information (including the right to privacy) in general, and library needs and trends in particular.

(2) Regularly informing government and private sector leaders and the media, as well as library leaders, of pertinent developments in library and information services.

(3) Identifying programs of public and private state-level organizations that involve information service, and coordinating them with library programs.

(4) Protecting the people's access to information by initiating appropriate state-level policies and by reviewing and responding to federal, state and local proposals relating to access to materials and information.

b. Help Libraries and Other Information Providers.

The State Library encourages and assists libraries and information providers of all types to improve and expand their abilities to serve people, by:

(1) Helping all libraries clarify whom they serve and what services they provide.

(2) Encouraging and assisting all types of libraries and other information providers to make their resources available to all people who need them, within a framework that protects each library's responsibilities to its own community or parent organization.

(3) Working with libraries of all types to identify the unmet needs their users have most in common that cannot be effectively met by resource-sharing alone, and developing and pursuing shared ways of meeting those needs.

(4) Identifying changes in society, analyzing their impacts on access to information, and developing and pursuing ways in which libraries can make the most of the potential of those changes to improve library and information services or to meet new needs brought about by those changes.

(5) Ensuring all Californians have access to public library service.

(6) Helping public libraries improve their direct service to their own communities.

(7) Ensuring the State Library's own resources are made available through libraries statewide.

c. Help People Directly

The State Library directly serves people who need its materials and information services, by:

(1) Providing research, information and loan services on topics of interest to state government.

(2) Providing specialized services that are most efficiently delivered from a consolidated statewide level.

(3) Providing its services in a convenient and helpful environment.

B. Needs Assessment

This needs assessment has been developed in part from recent studies and reports such as the Proceedings of the California Conference on Networking 1985 [CCN], Information needs of Californians -- 1984 [INC], and California Libraries in the 1980s: Strategies for Service [SFS].

1. Libraries emphasize human dimensions.

a. Knowledge and the human dimensions of information use should be the primary emphases of the services of libraries and information systems. There is evidence [INC] of the anchoring of information seeking and use in personal terms, in one's own situations, one's movement to the future.

(1) There will be value in developing programs and services that help citizens see the relationship between the information system and these personal dimensions.

(2) For long-range system change, libraries should find ways to incorporate these more human categorizations into indexing and cataloging systems, into collection organization and development, and into the routine interpersonal interactions between the organization and the citizen.

b. Society's "haves" and "have-nots" differ significantly in the situations they face and in their reactions to situations. Library and information systems must place emphasis on issues of equity, both situational and psychological.

(1) More educated and higher income Californians are more likely to have information needs involving recreation and leisure time, job-related concerns, governmental issues, concerns about current events, and learning something new.

(2) Society's "have-nots" are more likely to have information needs involving bedrock survival issues such as housing, transportation, crime and safety, literacy, discrimination and relations of cultures.

(3) Need is indicated for collaborative efforts aimed at assisting persons of all social and educational backgrounds, from their early years, to increase the information options available to them.

(4) Libraries may need to link accepted information-seeking entry points with those that are less accepted; to place emphasis on such services as information crisis lines and information and referral designed to assist citizens with everyday needs; and to conduct training for staff in understanding how their approaches may differ from those of many of their clientele, or of those who never use the library service but have information needs nonetheless.

(5) Libraries may need to assign personnel to service areas where their backgrounds are most like those of users.

c. Library and information systems need to help Californians make linkages -- between themselves and others, between the familiar and the unfamiliar, between the confines of their own worlds and wider possibilities.

(1) Traditionally library and information systems focus on the delivery of specific documents or answers to questions rather than on assisting users in developing and enlarging their information seeking and using skills.

(2) As an alternative, emphasis might be placed on developing procedures and resources for on-going provision to users of a picture of the array of possibilities. Such an approach would necessarily be accompanied by procedures for user practice and education in information seeking and using.

d. Programs for young people in particular need to put emphasis on providing them with an array of useful possibilities beyond the immediate confines of their worlds.

(1) In seeking help, children and teens are more likely to turn to sources available within the confines of their worlds: family, friends, teachers.

(2) Collaboration between public and school libraries in programs and resources should intentionally seek to stretch the horizons of young people.

(3) Libraries serving youth should emphasize the possibilities available in the service rather than merely the delivery of a product document or answer. This has inherent in it a change in the focus of the information system to a more educational function and the growth of knowledge.

(4) As children and teenagers are traditionally among the highest users of the library, this suggests a ready entry point for reaching future adult information seekers.

2. Libraries serve communities.

a. Public libraries exist to serve the communities in which they operate. They need to know the demographic makeup of their clientele, their needs and interests, and their customary patterns of movement in the community. [SFS]

(1) Libraries need to know why some citizens use their services and others do not. To accomplish this they need to involve persons from the community, both users of the library and non-users, in planning for service through surveys, questionnaires, study committees and other methods.

(2) Library Boards of Trustees, whether advisory or administrative, should be truly representative of the racial, economic, cultural and educational makeup of the community, and should change in membership regularly to bring new persons onto the board. Board members have a right to expect training and orientation to assist them in assuming their roles as community representives of the library.

b. Libraries of all kinds need to ensure that all staff members are persons who understand and are sensitive to their communities, as well as competent to do their jobs.

(1) Staff members should seek out and avail themselves of continuing education opportunities offered by the state's library schools, library associations, the State Library and others to upgrade their skills and gather new information about the changing profession. Library administrations should be sympathetic to the need for released time and financial support for staff in continuing education.

(2) Libraries need to ensure that salaries and benefits of library personnel encourage the recruitment and retention of competent individuals.

c. Libraries need to develop programs to make Californians aware of the types of library services available to them and to assist them in collecting and using information in ways that are most valuable to them. [VAC]

(1) Within their buildings, libraries need to improve publicity through good physical arrangement, signing, and provision of literature or visuals on how to use the library and its collections. Special interest displays, brochures and reading lists should be produced, kept up to date, and widely distributed both in and out of the library.

(2) Public libraries should use sophisticated public relations techniques to inform and pursuade the public including signboards, newspaper and periodical features, radio and television. As appropriate, publicity should be areawide covering the libraries in a system or narrowly focused by neighborhood with ethnic or cultural group constituency.

(3) Trustees, Friends, and public library staff members should promote the library through their social contacts emphasizing services that may be available to meet special interests. Each library in a cooperative should inform its community of the cooperative resources avasilable to them.

(4) State universities, library associations and the State Library should provide training in the best methods of library public relations. They should coordinate and support statewide publicity efforts that range beyond individual jurisdictions.

d. Present barriers which keep persons from seeking and using library services must be removed, and no new ones put in their place.[VAC]

(1) Cultural and ethnic racial barriers occur when library staffs and programs are not sympathetic to groups and individuals who differ from the middle class, Anglo clientele most familiar to them. Non-English language materials and services are needed in many areas of California where they are now lacking or inadequate.

(2) Barriers of access hinder the person who is visually or hearing impaired, physically or developmentally disabled, and perhaps elderly, from using the traditional library. New materials, assisting equipment, and specially skilled staffs are needed to help this clientele.

(3) Physical barriers of building entrances, stairs, interior arrangement and convenience features hinder the person who is not fully mobile. The remodeling or replacement of many library buildings is called for.

(4) Reading itself is a barrier to the significant portion of our adult population who are functionally illiterate. Library sponsored and coordinated literacy programs are vigorously attacking the problem of illiteracy in many areas of California.

(5) Fiscal barriers must not be raised to prevent free access to library and information services. It is particularly important to avoid perpetuating an information elite who alone may afford library services.

(6) Barriers in point of service are widespread, where branches are too far, bookmobile stops too infrequent, or library hours inadequate to meet the needs of the community. Real improvement can only come with improved financial support of the library, but administration should always be alert to needed adjustment of hours or service points that can be made without significant cost, in some cases.

(7) Inertial barriers perpetuate inadequate services and collections and disinterested staffs. The spirit of service and pride in working for the community must be restored where it has lagged and maintained throughout the state's libraries.

3. Cooperation.

It is not enough that libraries and other information providers, taken as a whole, deliver the library services citizens desire. They must do so in a way that avoids unnecessary duplication and overlapping, while at the same time making clear where and how the needed service is to be obtained by every Californian. [VAC]

a. Accomplishing this objective requires cooperative efforts at all levels and elimination of any legal, technical or fiscal barriers to sharing resources.

b. Public libraries under the CLSA cover the state in 15 cooperative systems. This is a valuable beginning at cooperation, but much more remains to be done.

c. Existing cooperative arrangements among academic, medical, legal and special libraries also need to be strengthened and reinforced and access points created among themselves and with the public libraries.

d. All libraries and information agencies, including public, academic, school, and special libraries and commercial information services should work toward developing resource-sharing agreements with others. Where this may not be possible in loan of materials, from a corporate library for example, it might take the form of reference assistance.

e. The State Library, professional associations, and a select networking task force should provide leadership and guidance in the network developing process, especially directing an interested library to the proper source of information.

f. There should be equity of funding for cooperatives and networks so that depending upon type there is a mixture of local, state and federal public as well as private sector funds available for the program designed. No one library or class of libraries should bear the burden of cooperating.

4. Access.

a. Libraries must have plans for rapid and dependable delivery of materials within jurisdictions, between headquarters and branches, and between libraries of all types regionally in systems, statewide and nationwide. [ATI]

(1) In the immediate future, only limited text and information will be delivered electronically. The majority of delivery activity will continue to be physical, requiring library van service, commercial carrier, postal service or similar.

(2) Cost of delivery must be reasonable, and one method periodically tested against others to assure the most economical choices. Deliveries must be budgeted as part of the costs of providing service. It is appropriate that local funds support intralibrary delivery, with state or federal funds, in addition to local, used for interlibrary delivery.

(3) Cooperative efforts, as regional system delivery service to several libraries, should be sought wherever possible.

b. Libraries need assurance of access at reasonable cost to modern telecommunications for transmission of voice, data, text and visuals.

(1) Communication will be within jurisdictions, between headquarters and branches, and between libraries of all types regionally in systems, statewide and nationwide. Circulation records, catalog bibliographic records, indexes and abstracts, and full text articles in some instances will all need to be accessed through a telecommunications system.

(2) Libraries will find increasing use for telecommunications as electronic mail and bulletin boards for transmittal of information, both for the public and for library administration.

(3) Libraries must be alert to new and less costly or more efficient means of telecommunications to meet their needs. In the near future these may include packet radio, fiber optics, cable TV and satellite transmission, among others.

(4) Training and retraining will be needed for library staff members to make the best use of new telecommunications devices acquired by the library.

(5) Public libraries should be prepared to assist clients who need access to electronically delivered information but who lack skills to obtain it. There is an important role for public libraries in providing terminals as well as the professional assistance as a service to their clients lacking other access.

(6) As individual patterns of work change, libraries will need to be alert to providing access to information through telecommunications with individuals who may have terminals in their homes or offices.

c. Libraries need not and ought not turn their backs on the world's stock of information recorded in print format. The book is not dead. Print will be desired by the general public for most library transactions for the foreseeable future.

(1) Libraries will need to continue to explore new media for storage of information of interest to their clientele. As in the past they have adopted phonorecords and films, they will now need to consider videotapes and laser read optical discs, among other new developments.

(2) Digital storage of data in microcomputer and minicomputer will find increasing application both for the public and for library administration. Examples are commercial indexing and abstracting services and on-line catalogs of the library's book and periodical holdings. While the book lives on, the card catalog may be dead.

(3) Data storage is inexorably connected with telecommunications, for information may increasingly be transmitted or received at the library over microwave or by modem over the phone lines and stored or processed on the computer. There will be need to continually examine the balance of cost for transmission versus storage, where a database in the library on CD-ROM disc, for example, may prove more economical than receiving the same information over lines.

(4) All persons, regardless of location and economic station, should have an equal opportunity to benefit from the added information resources new technology brings. Libraries need to develop equitable policies that do not bar citizens from access to electronically stored information because of cost.

(5) Electronically stored and delivered information requires an infrastructure comparable with that existing for the bibliographic control of printed materials. This is an enormous task and will require imaginative leadership, wide cooperation, and public support. It is an endeavor, stretching over years, that should be a major objective of national, state and local library planners.

d. Libraries need to be aware of the climate of censorship and challenge to intellectual freedom growing in some communities.

(1) Objection may come at any time to an item or group of items, new or old, in the collection on grounds of politics, religion, sex, race relations or other reasons. Conversely, there may be pressure to add materials of a particular character to the collection circumventing the established selection process.

(2) Censoring individuals and groups can be very disruptive of a library's operation, primarily in the administrative time consumed in answering charges and explaining policy. Publicity generated may seem hurtful to the library, but also may bring renewed community support for principles of free information.

(3) Best defense against censorship seems sound policy adopted in advance of need and training of administration and staff in proper dealing with confrontation.

5. Support.

a. Libraries need community and political support, and political action on their behalf is needed if proper library and information services are to be made available and to continue in operation. [VAC]

(1) Each library should regularly provide local, state and federal legislators and administrative staff with information about its accomplishments in meeting the needs of its community and about its needs for support.

(2) Library support groups such as Friends of the Library should be organized both to represent the community and advise the library on community needs and also to serve as advocate for the library in the political process.

(3) In addition to work with library Friends groups, libraries should seek support from service clubs, community organizations, PTA, Chamber of Commerce, youth groups, women's groups, ethnic groups, unions, political organizations and professional organizations.

(4) There is need for accurate, understandable, basic information -- especially budget information -- about libraries with comparisons between similar communities or jurisdictions. There is equal need for basic information about how libraries help citizens, serve their communities and the democratic process.

(5) Libraries and their support groups should work with government decision makers on other issues as well, and at all times of the year, not depending just upon contact at the time library issues arise.

(6) There is need for coordination and cooperation among the California Library Association, the California State Library, CLASS and other organizations representing library interests statewide to assure they are working in harmony and not at cross purposes in the political arena.

b. Each library needs to develop and adopt a method of determining the basic costs of meeting the identified needs for service in its community. It must develop a periodic budget that is sufficient for carrying out its primary functions. Continuing, secure and predictable sources of funding are required to support the adopted budget of a library. One of the greatest difficulties any library faces in providing service is the unpredictability of its future finances.

(1) The library's "competition" with community health, welfare and protection services for an adequate share of local resources is made doubly difficult by its being a non-mandated service, desirable but not required, in most jurisdictions. The library must continually seek to receive equitable treatment from local decision makers, primarily through improved communications and proof of community support and efficient operation.

(2) The funding of library and information services is the joint responsibility of local, state and federal governments. Typically, basic services should be a local responsibility with supplementary assistance from the state's broader tax base. Services between libraries, and across the spectrum of types of libraries, are appropriate for state and federal support. Demonstrations of new types of services are particularly appropriate for federal funding.

(3) While providing financial support for local libraries, state and federal governments should exercise a minimum of control over them. The funding sources to have a right to expect financial and program accountability from local libraries.

(4) Foundations, corporations, library support groups and individuals may be looked to in particular instances for funding of identifiable objectives, eg, for equipment or buildings, but should not be expected to provide support for continuing basic services. The private sector should not be forgotten as a source of in-kind donations, product donations and volunteer help, and should be provided appropriate recognition in library publicity and reporting.

(5) Public libraries are a publically supported service and cannot expect to be self-sustaining or to recover the full cost of their operation through fees for service. In individual cases, when approved by the community, it may be appropriate for a library to charge for certain services or activities beyond the basic provision of information, particularly if such charges would be the only method of making services available.

(6) Public libraries, and others, may find it advantageous to establish non-profit foundations in their name, or to participate in existing regional foundations, to which tax deductable contributions may be made by individuals and organizations. Such funds may generate continuing interest to be used for special purposes to benefit the library, or may be accumulated as capital for large projects such as buildings.

C. State and Local Resources

1. Public libraries.

a. California's public libraries began with the Gold Rush, in the 1850s, as reading rooms for ladies or places of social improvement to keep working men out of the saloons. By the turn of the century, most cities had organized public libraries with municipal support. Under California law, community library service is maintained by local governments and reflects the characteristics of local government.

b. The earliest libraries were city supported, but through landmark legislation in the decade following 1910, California led the way in the United States in county library organization, developing 42 county libraries by 1920. The county library was invented to bring books out to the remote farming settlement, the mining town, the lunbering camp, all isolated by limited transportation and communication facilities 50 years ago. The early reports tell of county organizational work by horseback and of books delivered by postmen on snowshoes. Emphasis was upon small collections in remote centers: the crossroads store, a boxcar in the desert, a large dairy farm. As roads improved, early forms of the bookmobile appeared. [MAR]

c. Public libraries experienced their greatest period of growth after World War II, with the beginnings of the state's great population increase. Services were expanded to new city and county areas. Bond issues were successful and new branch and main libraries constructed through the 1950s and 1960s, particularly with the advent of LSCA Title II construction funds.

d. Prosperous communities continued to see their property taxes inch upward in support of libraries as well as other services until the great watershed year of 1978 and Proposition 13. This measure which placed an effective cap on the revenue raising abilities of local government had the effect in many localities of cutting back government services. Those which were not mandated, such as libraries and parks and recreation, were hardest hit, some suffering cuts of 25% or more in one year. Though many individual libraries remain strong, as a whole the public libraries of the state have not yet recovered the position they held before Proposition 13, and may never do so.

e. In fiscal year 1986/87, California's 169 public libraries had a combined operating expenditure of $408,555,800, or $14.97 per capita, and employed a full-time equivalent of 9,672 staff members. Libraries reported 51,078,195 volumes which at 1.87 per capita is a decline from the previous year's 1.94. They recorded a figure of 131,949,800 items circulated and answered 34,094,350 reference questions. [CLS]

2. Academic Libraries

a. The State of California supports two extensive academic systems, the nine campus University of California and the 19 campuses of the California State University. Among these, UC Berkeley and Los Angeles are considered two of the great institutions of the country. Libraries of the two systems have an operating budget in excess of $160 million, circulate 15 million items and answer over three million reference questions. [CLS]

b. The 70 community college districts spread throughout the state operate 107 libraries. As college districts, like the public libraries, were largely dependent upon the local tax base, community college libraries have also seen a decline since 1978, and though now funded through the state some are only marginally in operation.

c. Over 50 private academic libraries range from tiny Bible colleges to world renowned Stanford and University of Southern California. The range in their level of financial support and program of service is equally as great.

d. California has three accredited graduate schools of library and information service, at UC Berkeley, UCLA, and San Jose State University.

e. School libraries vary widely, with the level of wealth of the local district. Some offer modern, fully equipped facilities with professionally trained staffs while others have but a few shelves of gift materials and an occasional parent volunteer on duty. There may be as many as 4,000 school libraries in California, but they have no central coordination nor anyone in state government to speak on their behalf, and as a whole their level of excellence is lower than that of either the state's public or academic libraries. Many of the nation's educators have called for new standards of excellence in library and information support systems within schools.

3. Special Libraries.

There are at least 500 special libraries including popular libraries at U.S. armed forces installations, legal, medical and religious libraries and library and information centers operated by private industry and not for profit institutions. There are over 110 libraries operated by agencies of the State of California, concentrated in Sacramento, San Francisco and Los Angeles. Each of the 58 California counties operates a law library. There are over 50 libraries in the state operated by the federal government.

4. Networks.

a. There has always been some cooperative, resource sharing activities among libraries. Most of it has been ad hoc, based on a local initiative by people with similar interests. Within the public library segment, cooperation was usually based on formal contracts between jurisdictions, to enable their residents to use each other's libraries.

The modern era of public library cooperation began in 1960, with early LSCA grants to form the San Joaquin Valley Library Information Service, the first regional reference referral service for public libraries in California, and the North Bay Cooperative Library System for interlibrary loan, reference referral, and other programs. [CCN]

b. The North Bay experience contributed toward passage of the state's Public Library Services Act in 1963, which promoted creation of cooperative public library systems statewide and provided support for their resource sharing programs. This state support soon proved to be inadequate, and in 1977 PLSA was succeeded by the California Library Services Act (CLSA). [CAL]

c. Throughout this time the California Library Association and other associations of professionals worked in support of cooperation and networking. The published position papers and legislative network of CLA were vital in gaining legislative support for cooperative activity. [CLN]

d. The regional systems continue to provide a statewide environment for cooperative activity. Since 1966 when LSCA was amended to provide for multitype cooperation, several systems have formed networks incorporating academic and special libraries in their area. Funds have been scarce, however, and California has not used LSCA as continuing support for library networks so most of those based on public library systems have had only modest participation and generally low levels of service.

e. Special interest library networks abound in California, and generally flourish. PSRMLS (Pacific Southwest Regional Medical Library Service) based at UCLA is an essential source of medical information for hospitals and allied institutions. The Cooperative Library Agency for Systems and Services (CLASS) is a 500 member library utility brokering information data bases, electronic mail, and the California Union List of Periodicals. The UC and CSU academic libraries form their own systems, linked by telecommunications, delivery and storage facilities, and on-line catalogs.

f. The state's professionals are active in such groups as the American Library Association, American Association of Law Libraries, California Library Association, California Media and Library Educators Association and the Association of Independent California Colleges and Universities. California supports five chapters of the Special Libraries Association.

D. Plan for Use of Federal Funds

1. Compliance with LSCA.

The remainder of this Long Range Program, and the associated Annual Program, comprise a plan for meeting the needs of California's libraries as previously identified with Federal funds, specifically LSCA funds. Of course, all needs identified cannot be met specifically through funding programs, federal or otherwise. Some of the identified needs are being met through communication, public information and training, and other non-financial means. Many of the needs are met through state and local funds, either separately or in combination with Federal funds. Many of the needs cannot be met at all, or only in part, at present due to lack of sufficient funding from all available sources and due to social, political and other non-material forces preventing them. The State Library is keenly aware of the many needs that cannot be met through LSCA, or through any presently available source, and continues work toward resolving the problems in concert with other members of the California library community. This Long Range Program, then speaks only to LSCA as a source of meeting a portion of the identified library needs. [USF]

2. State Library organization.

The California State Library is an administrative Division within the State Department of Education. The legal basis for the California State Library is provided in the California Education Code. The State Librarian is appointed by the Governor, and serves at his pleasure. The State Librarian directs the State Library, and defends its annual budget before the State Legislature. The California State Library is responsible for all library services at the state level, except those of academic and state agency departmental libraries and libraries in state residential institutions of all kinds. Several departments of state government have independent libraries, and the State Library works in close association with them. Among other functions, the State Librarian is authorized in state law to administer the allocation of federal funds under the LSCA. [CAL]

E. Administration of Grants

1. Application procedure, Titles I and III.

a. At the opening of a new grants cycle, application packets are mailed by the State Library to all eligible applicants: public libraries, cooperative public library systems, multi-type library networks, state institutional libraries, and all California libraries serving blind and physically handicapped persons. Information copies are sent to the state's graduate library schools, institutional library coordinators and other interested parties. Notice of the grant cycle is published in the California State Library Newsletter. The packet includes a handbook of instructions, proposal form, application form, and calendar of the application cycle.

b. Applicants develop their project ideas and file a proposal (California LSCA form 5), a one sheet notice of intent, by the scheduled due date. This proposal contains basic information on participants, client group and budget with brief statements of project goal, objectives and activities. Proposals are reviewed by the State Library staff and by the Advisory Council at a meeting set for this purpose. Advice from both these sources is used by the State Librarian in replying to the applicant with a letter recommending either completion of the full application or deferral of the project as non-competitive for the current year. A consultant from the State Library is assigned to assist applicants in development of recommended projects at this time.

c. Applications (California LSCA form 6) are received by the scheduled due date only from applicants who had first submitted a proposal form for evaluation. Applications are accepted from both recommended and not recommended proposed projects. Applications are evaluated in a procedure similar to proposals, and notices of award or denial are made on the decisions of the State Librarian. The State Librarian may require or authorize changes in the project as proposed and applied for, and may revise the budget and amount of award requested. These conditions, set forth in the award letter, are binding and must be followed in the implementation and conduct of the project. Funds are paid in two parts upon receipt of claim forms and required reporting.

2. Technical assistance, Titles I and III.

A State Library staff member is assigned to each grantee as project monitor, to aid the grantee in successful implementation of the project and to assure that terms of the application are carried out. Quarterly narrative and financial reporting is required of all projects, unless excepted, as well as a final summary report at the conclusion of project activities. Approval of financial claims depends upon timely submission of required reports. The State Library may audit a project at any time, and if a local audit is performed a copy is sent to the State Library. A copy of any products produced by a funded project, such as handbook or videotape, is submitted to the State Library.

3. Administration of Title II.

a. At the opening of a new grants cycle, application packets are mailed by the State Library to the director of each public library. Notice of the grant cycle is published in the California State Library Newsletter. The packet includes detailed instructions and information about the Title II program and requirements, including the priorities for the year; a calendar of the application cycle; and general guidance in planning and financing library buildings. The State Library's Title II Coordinator is made available to answer questions.

b. Prospective applicants file a Notice of Intent by the scheduled due date. This notice includes an outline building program which identifies and quantifies the space needs of the principal functions the prospective facility is to include, and estimates its cost. The Notice of Intent also includes a statement justifying the need for the facility. The notices are analyzed by the State Library staff both for technical soundness of the preliminary planning and for the relative ranking of the facility against the announced priorities. The State Librarian then determines which projects are of the highest priority, and advises them to submit an application. The remaining applicants are notified that they remain eligible to apply, but that they would be funded only if those applying from the highest priority group do not use the available funds.

c. Applications are received by the scheduled due date. The application is basically the jurisdiction's commitment to provide the local share of funding needed to carry out the project. Applications are evaluated in a procedure similar to Notices of Intent, and notices of award or denial are made on the decisions of the State Librarian.

d. Contracts that contain all the federal and state requirements are then negotiated with the grantees. Design documents are submitted periodically and reviewed by State Library staff and the Office of the State Architect for functionality and for conformance with building codes and standards. After approval of working drawings, the grantee puts the project to competitive bid. At the preconstruction conference the Title II Coordinator explains the federal and state requirements and procedures to be followed on the job. At appropriate percentages of completion, inspections of the construction are made by the Office of the State Architect and partial payments of Title II funds made.

F. Implementation of LSCA Priorities

This section describes California's plan for implementing the priorities of the LSCA. The arrangement is that of the Library Program, OERI and does not indicate any internal priority or funding preference.

TITLE I

1. Areas and populations without services.

a. A goal of the State Library is that all California residents have access to quality public library service. While we have now achieved some form of service in all the state's counties, for some communities this may mean only a tiny popular reading collection or an infrequent bookmobile stop. Many areas still are without the services of trained librarians, reference service, non-fiction collections covering their information needs, foreign language collections, audiovisual materials, information and referral service, children's and young people's services. Limited local funds may never stretch to cover these needs.

b. LSCA demonstrations can seek to remove geographic, cultural and educational barriers to good library service. Emphasis is placed on projects that promise lasting benefit in the community and to the client group, and that can be continued in whole or in part by the local jurisdiction.

c. Examples of approach and type of projects funded:

(1) Community outreach to isolated areas or populations.

(2) Demonstration of library use of advanced technology and telecommunications.

(3) Collection building of unique and otherwise unavailable resources.

(4) Demonstration of library service to local detention facilities.

(5) Demonstration of service value of specialized staff (children's coordinator, systems analyst) within a library system or group of libraries.

d. Projects in this category are appropriate in all areas of the state. There are communities with no services of the type needed in many locations. Attempts are made to fund progress in both rural and urban areas.

2. **Areas and populations with inadequate services.**

a. In one sense, the entire state can be said to have inadequate services, for no public library is capable of filling all the service needs of all its clients all of the time. Service in many communities is minimal and there is need for staff training, collection development, outreach programs, improved reference work, and more. Providing access for citizens in library-poor areas equal to that of the wealthy, urban libraries may never come about without the stimulus of outside funds for demonstration projects and capitalization for needed special materials and equipment.

b. LSCA demonstrations can seek to remove geographic, cultural and educational barriers to good library service. They can upgrade inadequate or inappropriate collections, train staff to be responsive to community needs and bring minority persons into the profession, and they can promote access to resources. Regional technical processing or retrospective conversion of library holdings and computer data base building can provide the important backup support to improve public services. Emphasis is placed on projects that promise lasting benefit in the community and to the client group, and that can be continued in whole or in part by the local jurisdiction.

c. Examples of approach and type of projects funded:

(1) Community outreach to isolated areas or populations.

(2) Retrospective conversion of significant library collections to machine readable form for inclusion in statewide data bases, and/or production of catalogs or lists of holdings.

(3) Demonstration of library public relations, management planning and fundraising strategies.

(4) Demonstration of the service value of specialized staff (children's coordinator, systems analyst) within a library system or group of libraries.

(5) Bookmobile and books by mail.

(6) Telephone reference service.

(7) Collection development for targeted populations.

(8) Staff training and retraining.

d. Projects in this category are appropriate in all areas of the state. There are communities with inadequate services in many locations. Attempt is made to fund a balance of projects in both rural and urban areas.

e. Under extraordinary circumstances, limited disaster relief may be made to assist a jurisdiction in restoring library service following fire, flood, earthquake or the like. Typically, this will be limited to funds for materials, operations and small equipment.

3. **Disadvantaged persons.**

a. The disadvantaged category includes low income, English-speaking minority cultures, such as Blacks and Native Americans, and other least served populations. Certainly these persons should not be second class citizens in terms of adequate library service, and yet as members of minorities they may be most unaware of and harder to reach with library services relevant to their needs. They are more difficult and expensive to serve than the general library public.

b. LSCA demonstrations can seek to remove geographic, cultural and educational barriers to good library service. They can upgrade inadequate or inappropriate collections, train staff to be responsive to community needs and promote access to resources. Emphasis is placed on projects that promise lasting benefit in the community and to the client group, and that can be continued in whole or in part by the local jurisdiction.

c. Examples of approach and type of projects funded:

(1) Client directed publicity to inform the community of library services available.

(2) Job training and employment skills improvement, and programs for improvement of general level of educational attainment.

(3) Reading readiness programs for children in the family setting and in day care centers and libraries.

(4) Parenting and life-coping skills programs for adults.

(5) Projects that work with other community agencies offering similar services, such as social welfare agencies, remedial education institutions, and community action groups, or ones potentially able to offer such services.

(6) Cultural awareness training events for English-speaking minority groups.

(7) Minority recruitment materials and publicity, and individual grants for MLS training.

(8) Collection building in print and audiovisual materials.

d. Projects in this category may operate in all areas of the state, but concentrations of disadvantaged persons that may reasonably be reached through LSCA projects tend to occur in urban areas. Probable sites will be the San Francisco Bay Area, Sacramento to Bakersfield Central Valley, Los Angeles and San Diego basins. Disadvantaged persons in sparsely populated areas may be even harder to reach and more costly to serve, but cannot be forgotten.

4. Physically handicapped persons.

a. Persons who are blind or have a physical handicap which prevents them from using conventional printed materials are no less in need of the information and recreation available through library services than are fully functioning individuals. The Library of Congress Braille and Talking Book service provides for this need, in part, but it cannot provide the personal and social contact of the local library. This category is difficult and expensive to serve, and most local libraries cannot undertake the labor intensive outreach work required without outside financial assistance.

b. Ideally, library services to the blind and handicapped will assist these persons to live as fully rewarding lives as their dysfunction makes possible. Emphasis is placed on projects which coordinate with other state, federal and private services for the handicapped.

c. Examples of approach and types of projects funded:

(1) Technical assistance to local libraries in development of demonstrations of services such as use of machines to aid the deaf or visually impaired, and in limited collection building.

(2) Workshops and in-service training for library staffs on work with the handicapped.

(3) Reading machines or talking books for the blind can approximate the access to informational and recreational services of a library that the general population enjoy.

(4) Application of new technologies to alleviate the effects of handicap.

d. Projects in this category are appropriate in all areas of the state. There are groups of handicapped persons in many locations. Attempt will be made to fund a balance of projects in both rural and urban areas. This category is coordinated with category 13, Service to Handicapped Persons.

e. Financial effort of the second preceding year is maintained in this category through a combination of local, state and federal funds.

5. State institutionalized persons.

a. California has a large and far flung network of prisons and work camps for adult men and women offenders, of correctional facilities and work camps for youths, and of state hospitals, residential schools, veterans homes and other long term care facilities. In many of these, library service is minimal or non-existant though several years of LSCA funded demonstrations have made improvements. It seems to take projects of this type, funded from the outside, to convince state institution authorities of the need for and value of libraries to their clients.

b. Our greatest success to date in use of LSCA funds to benefit residents of state institutions has been with the California Youth Authority, for juvenile offenders. We are still at the stage of demonstrating need to the California Department of Corrections and the state hospital authorities. Emphasis is placed on projects which serve the institutionalized person directly, both as inmate and as parolee or released person, and which coordinate service with the programs of neighboring public libraries and systems. We have also had success in funding supervisory positions to demonstrate the benefits of coordination of library programs within the institution or department. Close coordination with management staff of the state institution involved is always necessary, and advisory groups including those made up of the inmate/clients typically improve project results.

c. Examples of approach and type of projects funded:

(1) Workshops and in-service training for staff on library service subjects and relating to client groups.

(2) Collection building in print and audiovisual media.

(3) Survival skills and pre-release information for out-patients and parolees.

(4) Demonstration of library specialist and coordinator staff positions.

d. Projects are conducted at the state department offices in Sacramento, or in any of the facilities throughout the state. These tend to be in rural, less populated areas.

e. Financial effort of the second preceding year is maintained in this category through a combination of local, state and federal funds.

6. Strengthening the State Library administrative agency.

a. The majority of each year's LSCA award is used for local assistance projects. A limited amount is reserved under Title I Priority 6 for strengthening the State Library agency to meet the library needs of the people of California.

b. Collection management and control is supported, in part, for the acquisition and preservation of library materials. Materials appropriate to the State Library's role of backup resource to public libraries are purchased.

c. Reference and research programs are supported, in part, through funding of professional staff positions. Both direct and referred questions are received and answered from the state's public libraries and library systems.

d. Interlibrary loan program is supported, in part, through funding of support staff to process interlibrary loan requests from public libraries and systems throughout the state for materials in the collections of the State Library.

7. Major Urban Resource Libraries.

a. Funds are required for supporting and expanding library services of major urban resource libraries (MURLS) which, because of the value of their collections to individual users and to other libraries, need special assistance to furnish services at a level required to meet the demand. MURL libraries must provide services to users throughout the region in which each is located.

b. California is fortunate in having over 30 MURL libraries serving populations over 100,000. When LSCA appropriations have triggered the MURL provision, these libraries receive funds for purchase of materials to be shared with libraries and users within regional areas. MURL collection building includes business, science, foreign languages, technology and other areas.

c. To be eligible for a MURL grant, the library must serve 100,000 or more population as certified by the Secretary of Education. It must serve as a resource center for a California Library Services Act (CLSA) system, and participate in the CLSA data base and statewide interlibrary loan programs. It must file a Regional Area Collection Development Plan, prepared in cooperation with its neighboring libraries and systems. This plan is based on a needs assessment of libraries and users within the region. Funds awarded may be used only for purchase of materials and materials processing to implement the plan.

d. The award of LSCA funds is a discretionary grant made by the State Librarian under authority in the Act and regulations. If the recipient of this discretionary grant is also a library identified by the Secretary of Education as a MURL, this discretionary award does not increase or decrease any amount to be awarded under MURL requirements for maintenance of state or federal effort.

8. National or Regional Resource Centers.

a. Beyond the individual public library reference service and the cooperative library system reference center to which unanswered questions are referred, there is need in each state or region for national or regional reference centers to provide the highest level, definitive reference service for the hardcore of most difficult questions that cannot be answered at lower levels. Unlike other LSCA demonstrations, funding for these services must come from federal, state or local sources outside the local jurisdiction. It is unreasonable to expect the host cities or institutions to include funding for areawide responsibilities of this type among their local priorities.

b. The regional reference center is a backup resource for referral of questions from system reference centers. With this resource, no citizen's question need go unanswered for the time is taken to search through all pertinent sources, contact other libraries or experts outside the profession as may be necessary to satisfy the questioner.

c. Examples of approach and type of projects funded:

(1) Salaries of reference staff to answer questions on referral from other libraries.

(2) Materials augmentation in specific subjects to build area resource strengths.

(3) Operating expense for reference information services, including computerized information data bases.

d. California's national/regional resource centers are based on existing metropolitan public libraries.

(1) By "metropolitan public library" is meant a library serving a jurisdiction of 100,000 or more population. By "national or regional resource center" is meant a public library whose reference and/or circulation service is provided to a population of which 25% or more reside outside its jurisdiction.

(2) Two regional resource centers have been recognized in California: Bay Area Reference Center (BARC) at San Francisco Public Library, and Southern California Answering Network (SCAN) at Los Angeles Public Library. In addition to answering questions, each center also conducts training and library liaison programs and publishes bibliographies and information bulletins. In general, BARC serves systems in the northern two thirds of the state and SCAN serves the southern third, most densely populated. Each center differs somewhat in strengths and has unique resources, however, so questions may be sent to either one if appropriate.

(3) Funding and provision of reference referral is still under study in California. Proposed plans, if implemented, may bring about significant changes in the pattern and structure of the state's reference program and resource centers. [ROB]

9. Persons of limited English-speaking ability.

a. Persons of limited English-speaking ability are those who were not born in the United States or whose native language is other than English or individuals who come from environments where a language other than English is dominant. Census figures show California to be one of the half dozen states in the nation with highest number of limited English speaking residents. Asians from a dozen different cultures and Latinos from Central and South America are settling in the state, usually without adequate cultural preparation to enter into its economy and society. This move causes culture shock to the individuals personally, and great stress on the government and social services of the communities. Unassimilated minority populations are the breeding grounds for poverty, crime and social disorder.

b. The public library as an agency of government dedicated to public service is in a position both to reach out with assistance to the new immigrant populations directly through its own services and also to coordinate scattered social services elsewhere in the community. It can offer a non-threatening home to minority groups, though it is true that they may need introduction to its services and may not at first understand its traditions. It is appropriate that federal funds be used in assistance to immigrant peoples who are limited English speaking. If the new minority resident becomes a productive citizen, the nation benefits as well as the state.

c. Examples of approach and type of projects funded:

(1) Information and survival skills in native languages.

(2) Library-centered programs of orientation to the community, state and nation directed at non-English speaking cultural groups.

(3) Limited collection building in native languages.

(4) Coordinated delivery of library services with existing language and cultural resources in the community.

(5) Bibliographic and other support services to libraries serving limited English-speaking clientele.

(6) Training and retraining of library staff in services to persons of limited English-speaking ability.

d. The concentrations of limited English speaking populations in California are in the San Francisco Bay Area, the Central Valley particularly around Fresno and Merced, and the Los Angeles and San Diego basins. Emphasis is placed on projects in those areas, to reach the highest concentrations of client groups.

10. **Services to the elderly.**

a. Individuals age 60 or over, whether or not they are geographically isolated, handicapped, institutionalized, minority, or "like everyone else", form an LSCA priority group by reason of their age. Demographically, this group is increasing and deservedly is receiving increasing attention by providers of government services at all levels. Older persons commonly have talents or skills of many types no longer fully used in society, and they may well have time and interest to serve the community in volunteer work. They may need stimulus to rediscover the library habit, but can be a most rewarding group to work with in outreach projects. The life experiences and thoughts of older persons are a precious heritage which is slipping away with the passing of each individual and should be preserved for generations to come.

b. Programs for older readers should provide external stimuli to them to make greater use of the library and a richer, more profitable use of their leisure time. Their skills and talents should be recruited for the library's benefit, and for the benefit seniors themselves will derive from new social experiences. The heritage of seniors should be articulated and preserved through oral history audio and videotaping which will provide lasting records of area pioneers. Activities centered on volunteers coordinated by the library can continue after the federally funded organizing period.

c. Examples of approach and type of projects funded:

(1) Staff training on work with the elderly.

(2) Establishment of outreach programs to notify the elderly of library services available to them.

(3) Information and referral programs on community services for the elderly.

(4) Provision of visits to the elderly in care centers or in their homes.

(5) Purchase of equipment with visual enlarging capabilities or other special features for the elderly.

(6) Limited collection building in areas of interest to the elderly.

(7) Oral history documentation of individuals and groups.

d. Projects in this category are appropriate in all areas of the state. There are older persons to be served in retirement communities in the hills just as there are in the old, central cores of our urban areas. Attempt will be made to fund a balance of projects in both rural and urban areas.

11. **Community Information Referral Centers.**

a. Standard library reference service does not meet the needs of every citizen. It frequently occurs that the client needs referral to some other community service or agency, and most libraries are not staffed or have resources to carry out this desired extension of service. Federal funds can make the difference through training and organization and provision of resources. "Community information referral center" means a center that provides information and makes referrals to link people in need of services to appropriate resources.

b. Information referral centers may organize knowledge in new ways, not traditionally a part of library service, or form coalitions of community organizations and agencies that had never before come together with a common objective. In planning projects, emphasis is placed on those that promise lasting benefit for the community and to the client group, and that can be continued in whole or in part by the local jurisdiction.

c. Examples of approach and type of projects funded:

(1) Expansion of existing library-based I & R programs to explore new ways of serving the community as a whole, and in particular to explore innovative approaches to serving underserved/unserved geographic areas of the state.

(2) Techniques in training of reference staff, I & R staff and library staff in the general provision of I & R and techniques in training of patrons to access I & R data for their own needs.

(3) Development of and or use of new technology that improves and expands local I & R service delivery.

(4) Services that focus on I & R needs of linguistic or cultural minority groups not presently being served by local I & R programs.

(5) Development of new approaches to networking techniques that improve the quality of cooperation and linkages among libraries and information service organizations that can be shared with other library-based programs statewide.

(6) Demonstrations of public relations efforts that increase public awareness of I & R services in libraries.

d. Projects in this category are appropriate in all areas of the state but the very smallest. There is a certain critical mass needed of social service providers within a community within which the referral process may be conducted. Attempt will be made to fund a balance of projects in both rural and urban areas, north and south.

12. Literacy programs.

a. The shocking extent of illiteracy in America is receiving widespread publicity in the media and at all levels of government. It is estimated that 2.5 million adults are functionally illiterate in California alone, one of the most prosperous states in the nation. The public library has a vested interest in a reading public, and a democracy requires a literate and informed electorate to survive.

b. This category assists libraries in providing literacy programs for adults and school dropouts in cooperation with other agencies and organizations. "Illiteracy" means the inability of an individual to read, write, or comprehend or to perform basic arithmetical computations.

c. In 1984 this state began the California Literacy Campaign with LSCA funds, attracting nationwide attention for employing the public library as a community focus for literacy efforts. State funds were subsequently granted to continue that work, even before the initial year of demonstration had been completed and to expand it to additional sites.

d. Library-focused efforts to combat illiteracy are coordinated between the state funded California Literacy Campaign, a special services activity of the California Library Services Act (CLSA), and LSCA.

(1) Basic program development including community organizing, agency coordination, staff training and literacy tutoring are supported by CLSA.

(2) Literacy projects, organized around the public library as leader and coordinator of community efforts, are high among our priorities, building upon the momentum of the California Literacy Campaign. Consultants in literacy and in community organizing are employed where these specialists are not already available on library staffs.

(3) LSCA is used for demonstrations of new or unusual approaches to the problem of illiteracy.

(4) LSCA projects proposed must clearly show a coordinated and non-duplicative relationship to the CLSA program.

(5) LSCA may be used to support statewide planning and publicity efforts beyond the scope of CLSA authorized services.

e. Projects in this category may operate in all areas of the state. Literacy tutoring can be reasonably carried out in isolated rural areas or central cities as well as in more populated urban or suburban areas.

13. Handicapped persons.

a. Persons who have developmental handicaps which deter them from visiting established library outlets are no less in need of the information and recreation available through library services than are fully functioning individuals. This category of individual is difficult and expensive to serve, and most local libraries cannot undertake the labor intensive outreach work required without outside financial assistance.

b. Ideally, library services to the developmentally handicapped will assist these persons to live as fully rewarding lives as their dysfunction makes possible. Emphasis is placed on projects which coordinate with other state, federal and private services for the handicapped.

c. Examples of approach and types of projects funded:

(1) Technical assistance to local libraries in development of demonstrations of services such as bibliotherapy, use of teletypes for the deaf and voice terminals, and in limited collection building.

(2) Recruitment of volunteers for library visits to care centers and home bound persons.

(3) Workshops and in-service training for library staffs, service agency personnel and family members on work with the handicapped.

(4) Application of new technologies to alleviate the effects of handicap.

d. Projects in this category are appropriate in all areas of the state. There are groups of handicapped persons in many locations. Attempt will be made to fund a balance of projects in both rural and urban areas. This category is coordinated with category 4, Service to Physically Handicapped Persons.

TITLE II

Library construction.

Priorities for implementing Title II for public library construction are discussed with criteria in section J below.

1. **Planning of cooperative library networks.**

a. Libraries can no longer afford to operate in isolation, and the persons they serve largely ignore a library's jurisdictional ties and go wherever they can to find what they need. Public, academic, business and school libraries must plan for service cooperatively and share resources if they are to survive and prosper in the current climate of limited public (and corporate) support and ever increasing demand for knowledge services. A public library cannot support networking activities far beyond its borders, and assistance from higher government, such as LSCA, is needed particularly in the planning and startup phases.

b. The end result of networking must be to the public benefit. Projects may include libraries of all types and/or other information providing organizations such as human resources agencies, private or public sector media, or private information providers. Activities may be carried out cooperatively that no one library could afford on its own. In cooperative projects emphasis is placed on those that share staff, collections, expertise, information access tools and delivery among all cooperating organizations.

c. Examples of approach and type of projects funded:

(1) Planning grants, consultant studies and other planning activities leading to demonstrations of new techniques or methods of service.

(2) Salaries and program-related in-state travel expenses involved in planning for multitype library cooperative arrangements.

(3) Representatives of libraries and other information agencies may be brought together with outside experts for a workshop, training program or conference. Or, the conference may be brought to them through use of videoconferencing techniques to allow multiple access points to the same meeting.

(4) In-service training and continuing education for staff participating in interlibrary cooperative activities funded with LSCA Title III funds.

d. It is likely that networking will be concentrated around one or more of the 15 public library systems already operating, which cover the state and organize libraries into manageable groups by county or region.

2. Establishing, expanding and operating library networks.

California has not yet used federal funds for establishing, expanding and operating library networks, for the required state-wide planning has yet to be completed. As planning efforts now under way reach a more advanced stage, appropriate projects may be started in this category.

3. Planning for state-wide resource sharing.

a. Statewide resource sharing cannot be carried out piecemeal by individual libraries, but requires a planned approach. Outside funding is usually required to initiate the process, for only so much can be done by good will alone. Once a plan is developed and the benefits of sharing can be demonstrated, it becomes more reasonable for state or local funds to put plans into operation.

b. In cooperative projects emphasis is placed on those that share staff, collections, expertise, information access tools and delivery among all cooperating organizations. Activities may be carried out cooperatively that no one library could afford on its own. Communications, delivery and interlibrary loan protocols must be established for the vital activities of sharing resources.

c. Examples of approach and type of projects funded:

(1) Bibliographic control which includes the compilation, publication, and maintenance of union catalogs and lists of serial holdings, or on-line access to such lists, joint acquisitions, retrospective conversion and cataloging.

(2) Limited, coordinated collection building may be tested as an effective method of encouraging cooperation of non-public libraries, and for increasing needed resources in a subject or region.

(3) Outside consulting firms may be retained for study of various aspects of resource sharing, or for evaluation of projects.

(4) Interlibrary loan which includes the transmittal of photocopied or printed materials, or acting as a clearinghouse for interlibrary loan and referring of requests from one library to another.

(4) Reference which includes the preparation and verification of bibliographic citations, responding to information requests, accessing computer information data bases for reference purposes, and allocating responsibilities for reference services.

(5) In-service training and continuing education for staff participating in interlibrary cooperative activities.

d. No locations can be specified, for plans are made where the planners are able to assemble. Multiple conference or teleconference sites are picked in both north and south to reach all population centers possible.

G. Evaluation and Dissemination

This section is a description of California's policies and procedures regarding the periodic evaluation of the effectiveness of projects supported under the LSCA, and the appropriate dissemination of the results of such evaluation and other information pertaining to the projects.

1. Evaluation of programs.

a. Measurement of the success of a program is conducted both during the course of the project and at its conclusion, by staff of the State Library, of the project itself, and on occasion by outside evaluators.

(1) Projects are required to file quarterly progress reports in both financial and narrative forms with the State Library.

(2) A project monitor from the State Library staff is assigned to each project at the time of grant award. This person assists the project's implementation, reviews project reporting and offers technical assistance as needed for the success of the program.

(3) Evaluation concurrent with project operation allows corrective measures to be taken should unexpected problems occur or deviation from agreed upon objectives and activities.

(4) Evaluation at the conclusion of the project provides a summary of program's strengths and weaknesses, cost effectiveness, lessons learned for the future, and most appropriate means of continuing program activities after the funded period.

b. Objectives approved in the project application are normally measurable steps or occurances in a program which serve as clear indicators or benchmarks of its progress. Evaluation of these is a matter of comparing project activity reports against planned objectives on a timeline.

c. A final summary report is required of projects at their conclusion, which becomes the permanent historical record of that LSCA program activity.

(1) The final report summarizes objectives and activities of the project and evaluates project performance both objectively against the statements in the application and subjectively in terms of what might have been done differently if the project were conducted again.

(2) As appropriate, a training manual, workbook or other project publication is produced which can assist replication of program activities in other locations at other times. Copies of these LSCA project publications are on file at the State Library.

(3) The project's final report serves as information for evaluative reporting on LSCA programs required by the federal government.

c. Periodically, and typically with a subject class of projects, an outside evaluator or team is engaged for an objective, detailed opinion on performance and direction of a major subject program. Such consultant evaluation results in a published report which becomes part of the record of library development in California, available to all interested persons.

d. Evaluation of the LSCA program within the mission of the California State Library is conducted continuously by the State Librarian and staff and by the Advisory Council and members of the library community generally.

(1) New awards and completed projects are reviewed against the objective statements of the Long Range Program and Annual Program and the intents and purposes of the LSCA.

(2) The appropriateness of LSCA is reviewed against the immediate and long term development needs of California's libraries, as seen by the State Library.

(3) The California State Advisory Council on Libraries at its semi-annual meetings, and other times during the year as needed, provides evaluative comment individually and as a group on the use of LSCA to meet the needs of the state's libraries and any observed patterns or directions of library service that funded projects may indicate. The Advisory Council receives testimony annually from members of the public in performing this function.

(4) The librarians and interested citizens of California are in frequent contact with the State Librarian and staff concerning use of LSCA and particular projects, funded or not funded. Their advice and concern is always considered and forms an additional element of the overall evaluation of the state program.

2. Dissemination of information.

a. California's Long Range Program and Annual Program, when approved, are duplicated and sent to each of the state's cooperative public library system headquarters and complete document depository libraries. Copies are supplied on request to any interested library, organization or individual while the supply lasts. The documents are retained permanently at the State Library for consultation.

b. Final reports of funded projects are duplicated and published to disseminate evaluation of individual programs. These booklets are widely distributed to libraries and depositories, and available on request while the supply lasts.

c. Announcement of the availability of LSCA funds and dates of an award cycle, as well as a list of funded projects when awards are made, is published in the State Library's monthly California State Library Newsletter. The Newsletter also carries news and special interest articles on particular projects as special activities occur.

d. Proceedings of the meetings of the California State Advisory Council on Libraries are prepared after each meeting, and made available for consultation.

e. Project publications developed by a particular project may be duplicated in quantity and available for distribution from the State Library following the close of the project's funded activities. If distribution copies are not available, a State Library copy may usually be borrowed on interlibrary loan by any interested library.

f. Projects themselves are encouraged to conduct local publicity of their program, and may be funded with public information components as part of their award for this purpose. Project staff members or host library administrators participate in regional or statewide workshops or conferences at which they may describe project activities, distribute project literature and answer questions about their program.

g. At the time a new annual group of awards is made, letters are sent to each member of California's Congressional delegation describing projects funded in the Representative's District through which federal funds will benefit particular constituents.

h. The State Librarian and staff as they participate in professional meetings, consultant visits or other gatherings, announce information on the current status of LSCA, describe statewide programs or individual projects, answer questions and otherwise disseminate information to groups and individuals. The State Librarian, particularly, is in contact with organizations and individuals not directly related to libraries, such as state and local legislators, representatives of the private sector, and officers of other state library agencies with whom he discusses LSCA and its impact on California's library development.

H. Coordination

This section describes California's coordination of projects assisted with similar library programs and projects operated by other libraries, institutions, and agencies in the state.

1. Coordination at the state level.

a. The State Library, as a Division of the California Department of Education, coordinates education activities closely with other Divisions and officers of the Department. Such coordination takes place between the State Librarian and the Superintendent of Public Instruction and between section chiefs and staff members at all levels.

b. The State Library consultant staff contains staff members assigned to work with the California Youth Authority, the State Department of Corrections, Department of Mental Health and other state agencies. Much of this liaison assignment relates to coordination of funding programs, particularly LSCA.

c. The State Librarian and staff are in regular contact with the California Library Association, other professional associations, and the state's graduate library schools for the coordination of programs as well as other matters.

d. The State Librarian, Assistant State Librarian and staff are in regular contact with administrators and staff of the University of California, the California State University, and the Community Colleges for the coordination of funded programs as well as other matters.

e. The State Advisory Council on Libraries, with its members representing particular constituencies of library service providers and library users, is a coordinating force both in the context of their regular meetings and throughout the year as they may consult with the State Librarian or participate in activities around the state. Council members also comprise the California Library Services Board with authority over state funded library resource sharing and development programs.

f. Planning and steering committees representative of various segments of the library profession are active in coordination of funding programs as they consider solutions to particular library needs or situations in the state. A recent example is the Networking Committee.

g. The Governor's Office of Planning and Research reviews coordination of LSCA with other programs in the state.

2. Coordination at the local level.

a. In making funding decisions, preference is given to projects which coordinate with local agencies and organizations. Examples are literacy projects coordinated with volunteer literacy groups, reading readiness programs for children coordinated with local day care centers, and limited English-speaking projects coordinated with native language cultural and social service organizations.

b. A public library grantee is almost always a member of one of the state's cooperative library systems, and coordinates its project activities with the programs of its system and the individual libraries within it. Frequently, a system is itself the grantee and coordinates the project with programs of its member libraries.

c. There have been projects which in their design required coordination with other state or local agencies. Examples are books by mail projects which include state detention facilities among their recipients and school library/public library cooperation projects which require equal levels of participation by both institutions.

I. Title I (Library Services) Criteria for Allocating Funds

1. General criteria.

A general statement on policies for award of LSCA funds is encluded as Appendix 4. Applications should address one or more priority functions of the LSCA as set forth in the California Long Range Program and include as many as possible of the following desirable technical characteristics:

a. High technical quality, including clear, understandable and appropriate goals, objectives and activities with timeline.

b. Input from the client group, both in the planning and with mechanisms for continuing input throughout the project's duration, as with a project advisory board.

c. Coordination of existing and/or proposed services and resources among several libraries (locally, regionally or statewide), both to provide more effective use and to avoid unnecessary duplication.

d. Plans for staff training, public information and publicity about the program.

e. Clear and effective plans for evaluation of the project, drawn from the project's measurable objectives and activities.

f. Realistic planning for the continuation of project activities, in whole or part, after the end of the federally funded period.

g. Statewide significance of the project, in its importance to the rest of California beyond its immediate area of operation or in its ability to be replicated with success by libraries in other parts of the state.

2. Inadequacy criteria.

a. Criteria for determining the adequacy of public library service to geographic areas and for groups of persons in the state are:

(1) Do all persons living in a given area have public library services easily accessible? Are there adequate libraries in rural areas and in small towns? Many cities have grown far beyond the periphery of the service areas of existing central libraries and branches. In metropolitan areas, fringe cities outside the boundaries of the central core have not been able to furnish library service outlets in proportion to population growth.

(2) Where there is a library jurisdiction established, does this library have sufficient budget, facilities, materials and staff to provide total geographic coverage? Has the service of this library kept pace with population growth, cultural and ethnic change, and technological innovation? Many areas with a library service are virtually "unserved" because the libraries have not been able to fulfill these requirements.

b. Priority within the geographic areas is given to the following (not in priority within the list):

(1) Persons residing in sparsely settled areas of California which are distant from adequate public library facilities, based upon the number of persons per square mile in a given geographic area.

(2) Economically disadvantaged persons residing in areas with high concentrations of low-income families.

(3) Persons of limited English-speaking ability.

(4) Physically handicapped persons including the blind or other visually handicapped.

(5) Inmates, patients, or residents of penal institutions, reformatories, residential training schools, orphanages, residential schools for handicapped persons, and other general or special institutions or hospitals operated or substantially supported by the state.

c. The State Library has designated the following urban areas of the state as urban economically disadvantaged areas, based on the latest census information:

Alameda County
Bakersfield in Kern County
Compton in Los Angeles County
East Los Angeles in Los Angeles County
Fresno in Fresno County
Long Beach in Los Angeles County
Los Angeles in Los Angeles County
Lynwood in Los Angeles County
Oceanside in San Diego County
Oxnard in Ventura County
Pasadena in Los Angeles County
Pomona in Los Angeles County
Richmond in Contra Costa County
Riverside in San Bernardino County
Sacramento in Sacramento County
San Bernardino in San Bernardino and Riverside Counties
San Diego in San Diego County
San Fernando-Pacoima in Los Angeles County
San Francisco in San Francisco County
San Jose in Santa Clara County
Santa Ana in Orange County
Santa Barbara in Santa Barbara County
South El Monte in Los Angeles County
South Gate in Los Angeles County
Stockton in San Joaquin County
Vallejo in Solano County
Venice-La Playa in Los Angeles County

3. Limited English criteria.

a. Criteria used in designating areas with high concentrations of persons of limited English-speaking ability include statements of library administrators, social agency directors, school officials or other heads of community service agencies which affirm that there is a significant population which possess the defining characteristics:

(1) Individuals who were not born in the United States or whose native language is a language other than English.

(2) Individuals who come from environments where a language other than English is dominant, and by reason thereof have difficulty speaking and understanding English.

b. Identification of the language other than English and additional information to verify the scope of the population must be submitted by the applicant.

4. Institutional criteria.

a. Requests for grants for programs to serve residents and inmates in the state prison, reformatory and hospital institutions will include:

(1) A description of the present services of the library.

(2) A description of the enriched services which would result from the project or program, not only to the individual library but to other institutional libraries.

(3) Such statistics as are necessary to show that services at present are non-existent or inadequate and that the proposed service will contribute to meeting established professional standards.

b. An indication of the ability and willingness of the state institution to continue the program, if successful, in whole or in part will be included.

5. Handicapped criteria.

a. Criteria used in designating those physically handicapped persons including the blind or other visually impaired and those specified in the Act and its regulations, in professional library standards, and in standards developed by other agencies and groups working with handicapped persons.

b. A proposed project should include coordination with all applicable existing service programs for the client group, such as non-profit organizations, institutions, schools, hospitals, foundations, service organizations and others.

c. The program shall be designed to strengthen, enrich and extend any existing programs, and not to replace such programs.

6. MURL criteria.

a. Criteria used in designating libraries as Major Urban Resource Library (MURL) are:

(1) The library serves a city of 100,000 population or more, as certified by the Secretary of Education.

(2) The library is a member of a CLSA cooperative library system and serves as a resource center for that system.

(3) The library files a regional collection development plan for use of the MURL funds, based on a needs assessment of libraries and users within its regional area.

b. MURL funds may be used only for the purchase of materials and for the associated technical processing of those materials.

c. The award of LSCA funds is a discretionary grant made by the State Librarian under authority in the Act and regulations. If the recipient of this discretionary grant is also a library identified by the Secretary of Education as a MURL, this discretionary award does not increase or decrease any amount to be awarded under MURL requirements for maintenance of state or federal effort.

J. Title II (Library Construction) Criteria for Allocating Funds

1. General criteria.

a. The general objectives under Title II are to construct public library facilities to serve areas which are without library facilities or have inadequate facilities. Specific objectives are to determine those public library construction projects which will result in significantly improved direct public library service to users.

b. Criteria used in determining which areas have adequate facilities are:

(1) Does the building housing the library for the area provide adequate physical facilities to implement locally adopted community service standards?

(2) Does the building housing the library provide easy access and use by physically handicapped persons?

(3) Does the building housing the library provide for energy conservation or new technologies?

2. Specific criteria.

a. The library's jurisdiction shall provide current local support for operating expenditures, excluding capital outlay, for library services equal to four dollars ($4.00) or more annually per capita in the area served. LSCA or state PLF funds will not replace local funds.

b. A California-registered architect shall be employed for the project.

c. A professional librarian shall function as consultant to the architect throughout the planning and construction of the building.

d. There must be a written building program prepared by a librarian prior to the designing of the building by the architect.

e. The building program must provide facilities adequate for the implementation of the library's service programs.

f. The building must conform to AIA standards and to all applicable local and state building codes.

g. The square footage cost must be in keeping with the standard cost in the area for similar buildings.

h. There shall be competitive bidding for all prime contracts for construction and initial fixed equipment, and the contract shall be awarded to the lowest responsible bidder.

i. Local financial support should be sufficient to maintain the library services program for which the building is constructed.

j. The project must comply with all applicable LSCA regulations, and provide a local match at least equal to the amount of LSCA requested.

3. Eligibility criteria.

a. Types of projects eligible for funding are those providing direct primary library service, including:

(1) Construction of new or expanded library facilities.

(2) Remodeling of existing facilities to provide improved access to physically handicapped persons.

(3) Remodeling of existing facilities to conserve energy.

(4) Remodeling of existing facilities to accommodate new technologies.

b. Not eligible for funding are projects for general repairs to existing facilities, nor construction of facilities solely for library administration or landscaping and parking.

4. Opportunity for State Hearing.

a. In the event the application is denied, a written notice shall be served upon the applicant personally or by mail stating the reasons or causes therefor and advising the applicant of the right to appeal, including the time within which the applicant may appeal.

b. Within 15 days after service of the notice of denial of application, the applicant may file with the State Librarian a written answer to the notice stating that the applicant appeals from the decision of the State Librarian and requests a hearing. If the applicant fails to answer within the time specified, the decision of the State Librarian shall be final.

c. Whenever an answer is filed to a denial of application, the State Librarian shall offer to hold a hearing within a reasonable time. Failure of the applicant to accept the offer or, if accepting, to appear at the hearing shall be deemed a withdrawal of the applicant's answer and the decision of the State Librarian shall be final.

d. Notice of time and place of the hearing shall be given the applicant at least 15 days before the hearing.

e. The applicant shall be given a fair and impartial hearing.

f. The State Librarian shall render a decision within a reasonable time after the hearing. The decision shall be in writing and shall contain the reasons or causes therefore and shall be final and binding upon the applicant. Copies of the decision shall be delivered to the applicant personally or by mail.

K. Title III Criteria for Allocating Funds

1. General criteria.

a. Criteria for interlibrary cooperation, networking and resource sharing under Title III of LSCA have been developed with the assistance of the California State Advisory Council on Libraries and through several consultant studies, citizen and professional meetings such as the California Networking Conference, September 1985. They follow recommendations of the 1982 planning group in California Libraries in the 1980s: Strategies for Service.

b. The State Library will encourage and support networking and resource sharing among libraries of all types to break down barriers to quality library service for all citizens, avoid unplanned duplication, and employ available funds as wisely as possible.

c. State provided CLSA funds will support specific mandated programs. LSCA funds will be used to develop other innovative service demonstrations, appropriate under the law, which can then be transferred in whole or in part to state or local funding if proven successful.

d. Libraries shall participate free of charge to the public as both borrowers and lenders for all interlibrary loan transactions within the State of California as a condition of state supported interlibrary cooperative programs. Libraries are expected to continue to improve their own collection development programs to use resource sharing opportunities selectively and not as substitution for materials appropriate to the local library.

e. The State Library will continue to support the development of union lists, information data bases and other bibliographic access tools of statewide importance. Development and use of such access tools will be shared by all types of libraries in the state.

f. The State Library will support analyses of the computer, telecommunications and other technological needs for resource sharing and will fund appropriate demonstrations of programs meeting these needs.

g. Liaison will be maintained with academic and special library associations, the California Library Association, the state's schools of library and information science, and other groups with special interest in resource sharing. Meetings and workshops will be conducted to allow staff from libraries of all types to come together for resolution of problem issues.

2. Specific criteria.

The same specific and technical criteria are used with applications under this Title as with those under Title I, unless otherwise specified in this section.

L. Title IV

Title IV of LSCA, Library Services for Native Americans and Hawaiian Natives, is not administered by state library agencies. Applications are made for basic grants or special purpose grants directly to the Library Education, Research and Resources Branch, U. S. Department of Education.

However, the State Library and the California library community generally are concerned that good library services be provided to the Native Americans residing in California. The State Library encourages the designated Indian tribes of California to apply for available funds, and will provide technical assistance as possible on request.

The State Library has in the past, and intends in the future to fund worthy projects of service to Native Americans from the appropriate priority functions of LSCA Title I.

M. Title VI

Title VI of LSCA, Library Literacy Programs, is not administered by state library agencies. Applications are made for grants directly to the Library Education, Research and Resources Branch, U. S. Department of Education.

The State Library through the state-funded California Literacy Campaign has a deep concern in the progress of adult basic literacy programs coordinated through local public libraries. The State Library encourages local libraries to apply for available funds under this Title, and is eligible itself to apply for coordinating grants under Title VI.

The State Library has in the past, and intends in the future to fund demonstration programs of special literacy techniques under the appropriate priority function of LSCA Title I.

M. Afterword

1. California Public Libraries.
2. California Library Systems Map.
3. California Library Associations, Networks, and Systems.
4. Policies for Award of LSCA Title I and III.
5. Notes and Bibliography.

4. Policies for Award of LSCA Title I and III

These are the general policies on which awards are made by the State Librarian. The order is not a ranking order.

1. Preference is given to projects of direct service to communities.

2. Proposed projects are expected to address needs of California libraries as expressed in the current California Long Range Program through one or more priority categories of the LSCA.

3. Every consideration is given to projects in service to disadvantaged, handicapped, minority and limited English-speaking clients, but this is not to the exclusion of projects benefiting state or local residents as a whole.

4. Preference is given to projects that assist libraries to focus on important societal issues in California such as introducing children to the joys of reading, universal literacy for adults, eliminating barriers to library service, and enabling persons of every age and social group to advance their knowledge and attain a better understanding of the use of libraries and their resources.

5. Projects involving more than one library are encouraged. Multi-library projects submitted for Title I funding, however, are not necessarily given higher priority than worthy projects of a single library.

6. Collaborative, cooperative projects from libraries of all types are especially encouraged under Title III, even if similar projects have been conducted elsewhere in the state.

7. Projects expected to extend more than one year must be presented in annual increments with measurable objectives and sound evaluation plans for each proposed year of funding.

8. Projects for retroconversion of bibliographic records, telecommunications and other tests of new technology must be able to propose clear and direct benefit to citizens as their goal, not new research and development for its own sake.

9. Jurisdictions with a history of inadequate management of previous projects and delayed or incomplete reporting may be denied future awards until an improvement in administrative practice can be demonstrated.

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PEA Peat, Marwick, Mitchell & Co.
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PLS American Library Association.
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ROB Robinson, Barbara M.
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TOL CALTAC Tool Kit Committee.
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USF U.S. Federal Register. [LSCA]
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USL U.S. Laws. Library Services and Construction Act. (Public Law 98-480, as amended).

VAC California Governor's Conference on Libraries and Information Services.
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WEL Wells Fargo Bank.
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